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NASA Procedural Requirements

NPR 1450.4GEffective Date: October 31,
2001Expiration Date: October 31,
2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Handling Congressional Correspondence And Information Concerning Congressional Activities

Responsible Office: Office of Legislative Affairs[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [ALL](#)

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CHAPTER 2. Detailed Procedured and Guidelines

2.1. The Headquarters Mail Room will deliver, unopened, all correspondence from Congress addressed to NASA officials by name or title, to the Office of Legislative Affairs. Correspondence that is clearly marked to be opened only by specific NASA officials, or is addressed to the Office of the Inspector General or to a labor union official so identified by title, shall be delivered unopened to the addressee.

2.2. Incoming correspondence from Congress, which should have been delivered initially to the Office of Legislative Affairs, but instead was delivered directly to a Headquarters office (including by fax or other electronic means), shall be sent immediately to the Congressional Inquiries Division for control and action.

2.3. For correspondence from Congress sent to the NASA Centers or to major project offices at the Centers, the following procedures will be followed:

2.3.1. For routine correspondence and communication from Congress (e.g., employment inquiries, tour requests, general information), NASA Centers shall forward a copy of the incoming correspondence, immediately upon its receipt, to the Inquiries Division, Office of Legislative Affairs, and shall follow with a copy of the final signed response.

2.3.2. Any uncertainty on the part of a NASA Center about whether incoming correspondence from Congress is routine and may be signed by the Center Director rather than by a NASA Headquarters Official should be discussed immediately with the Inquiries Division.

2.3.3. For all other incoming correspondence and communication from Congress, immediately provide a copy to the Inquiries Division. The Inquiries Division will then, in consultation with the NASA Center receiving the inquiry, determine the appropriate steps and office for action and signature. When it has been determined that a NASA Center may sign the response, the NASA Center will provide to the Inquiries Division, as soon as possible, a draft proposed response for approval prior to mailing the signed response to the Congress. A copy of the final signed response shall be sent concurrently to the Office of Legislative Affairs.

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